

□ Amendment?

## U.S. DEPARTMENT OF THE INTERIOR

BUREAU BLM

Date Initiated

Traveler's Name, Phone & Fax Number:

Position Title, Grade, Duty Station:

Country (use & sheets for more than three)	Major Cities to be visited	Dates of Travel

Purpose of Travel: <input type="checkbox"/> Reimbursable Agreement (PASA, etc.) <input type="checkbox"/> Official USG Delegate <input type="checkbox"/> Employee Training/Development <input type="checkbox"/> Professional/Scientific Meetings <input type="checkbox"/> Field Work <input checked="" type="checkbox"/> Other__Exchange Program____ Justification for Travel: Explain objective of trip, role of traveler, importance of trip to Bureau Mission, consequences if travel do not occur, etc.	Bureau Clearance and Control Numbers <i>For Bureau Use Only:</i>
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Costs During Travel Period	Will other donor or employee reimburse cost? <u> X </u> Yes*    ____ No (If “yes”, complete following)		
	Name of Donor:	1.	2.
Salary \$	Salary:	\$	\$
Per Diem \$	Per Diem	\$	\$
Transportation \$	Transportation:	\$	\$
Other (Conf. Fees, etc.) \$	Other (Conf. Fees, etc.)	\$	\$
TOTAL \$	TOTAL:	\$	\$

\*Use of non-Federal funds requires additional clearances under 31USC Section 1353

I HEREBY APPROVE THE TRAVEL AND CERTIFY that the travel proposed is essential and supported by the following considerations. Explain on reverse items not checked below:

1. ☒ Travel is limited to the minimum necessary to accomplish the agency's program (41 CFR 301);
2. ☒ Clearance by the US Mission/Embassy has been requested and travel will not occur if US Mission/Embassy objects;
3. ☒ Traveler will issue a report within ten (10 ) days of return to be distributed to interested officials to share in the benefits;
4. ☐ Annual leave of more than one workday is described here or is attached: \_\_\_\_\_
5. ☐ No other Bureau employees are known to be traveling at this time. If not checked, give name of the other bureau officials to attend.

((Director, Office of Fire & Aviation))

( Date)

(Signature of Head of Bureau)

(Date)

Approved:

Concur:

(Assistance Secretary)

(Date)

(Assistance Secretary TIA)

(Date)

